MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE MEETING

JANUARY 19, 1921

Present: Mrs. McMillan, Mrs. Hovey, Mrs. Bancker, Mrs. Thompson, Miss Rue; also Mrs. Bennett, Mrs. Kraeger, Miss Sheibley, Miss Petrie, Miss Torrence, Miss Pinks for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and acted upon.

Prospectus of Work - There was considerable discussion as to just how elaborate a leaflet this should be and it was recommended that Miss Sheibley have it set up in the form of a six-page folder. She considered this would be quite possible enabling her to put into it information along the line of that which appears in the four-page folder "The Indian Field to Date".

Leaflets on Mormonism - Miss Rue reported that she had not yet heard from Mr. Freece. It was suggested that should Mr. Freece be unable to do the work Mrs. Freece be appealed to for a manuscript that she shall prepare from facts obtained from Mr. Freece.

Leaflets on Monthly Topics - "The Indian Field to Date", prepared by Miss Voss, was presented to the committee. The omission of Neah Bay in this leaflet brought forth considerable discussion as to the reason. Miss Sheibley stated that she had brought this to the attention of Miss Voss who did not wish this station included because the policy as to its future is undecided. While this leaflet met with approval it was considered by some to be inadequate to meet the need and after considerable discussion as to the advisability of having in leaflet form Dr. Moffett's speech given at the Third Tuesday Meeting, the following action was taken:

Motion - That Dr. Moffett be asked whether he would be willing to prepare a manuscript of his speech delivered at the Woman's Board meeting January 18, 1921 for publication in leaflet form, or, should he not have the time to do this, would he be willing to give some one the facts contained in his speech that a leaflet might be compiled. Carried.

Leaflets on Monthly Topics cont.
Miss Petrie suggested that material on Truchas, New Mexico, to be included in her "Wireless Messages", might be acceptable to reprint in leaflet form.

The need for a leaflet on the March topic was again presented. Miss Sheibley brought to the committee's attention the fact that three leaflets, "Harvesting Souls in Berry Patches", "An Italian Impersonation", and "Two Stories - Inelia and Joe", in stock in the Literature Department, were practically new and asked whether they might not serve the need for the March topic. It was considered that these leaflets do not meet the need, and was suggested that a new leaflet be prepared along the line of just what work the Woman's Board is doing for foreign speaking peoples, the reason for doing such work, and the reason for not doing work among these people along other lines. After considerable discussion Miss Sheibley suggested that Mrs. Waid be asked for a leaflet outlining the work of the Board for foreign-speaking peoples. Mrs. McMillan suggested Miss Dawson as an alternate author of such a leaflet since Mrs. Waid would leave for Europe soon, and after discussing the matter further the following action was taken:

Motion - That Mrs. Waid and the office be asked to prepare a leaflet showing "What the Woman's Board does and what the Woman's Board does not do for foreign speaking people, and why". Carried.

List of Monthly Topics 1922 - It was reported that the committee on monthly topics for 1922 would confer on Monday, January 24, 1921.

Home Field Extra - Miss Rue reported that of the February edition of 3000 copies of the "Home Field Extra" all except 150 were mailed to subscribers, 55 of whom receive it in numbers from two to two hundred, and that letters were mailed to these explaining the committee's decision to discontinue the gratuitous distribution of this publication and that subscriptions have been solicited from them.

Shepherds Who Watch Flocks, from New Era Magazine
For the Sake of Learning, from The Home Mission Monthly
It was reported that permission had been obtained to reprint "Shepherds Who Watch Flocks" in leaflet form. The question arose as to whether or not this story, also "For the Sake of Learning" that appeared in The Home Mission Monthly, be reprinted in leaflet form at once or whether they might be printed later so their cost might be paid from the budget for 1921-1922. It was stated that there would be no saving in having the work done at once since in both

Shepherds Who Watch Flocks
For the Sake of Learning cont.

cases the magazines had distributed the type. It was therefore recommended that the question of printing these stories be held over for consideration at the next meeting of the committee.

Budget Literature - No report.

Mss. "Little Citizens in the Making"
Mss. "All Aboard for Sitka"

These manuscripts were read and commented upon by several members of the committee, and it was suggested that they be passed on to Mrs. J.E. McAfee, recently appointed on the Committee, for her opinion, should she comment favorably upon them the same to be printed. The following action was taken:
Motion - That if Mrs. McAfee favors the manuscripts "Little Citizens in the Making" and "All Aboard for Sitka", by Miss Florence Stephenson, they be considered in line for printing. Carried.

Mss. Play - "Christian Americanization"

This came through Miss Tyler, Student Secretary, having been solicited at the suggestion of the Literature and Publication Committee. While it was considered a good play yet there was doubt as to whether it might be dramatized well because attributes were used for the characters, and we prefer plays with concrete characters; also its value for our societies was questioned because all characters in it except one are men. After much discussion it was recommended that the manuscript be given back to Miss Tyler with the information that it be returned to the author because it is really not suited to our use for the above reason, but it was suggested that she might advise the author to submit it to either the Missionary Education Movement or the International Institute of the Y.W.C.A. either of which organizations might be very glad to publish it.

New items of business were then discussed.

Miss Rue presented again the need for narratives and plays to help leaders in the preparation of programs. The shortage of material available for program making was discussed and it was suggested that at the next meeting of the committee each member and officer come prepared to suggest a scheme for a new program.

Miss Rue reported that the Foreign Missions Library is reducing its shelf space and is ready to donate to the Woman's Board of Home Missions a collection of old United States Indian and Census Reports. Some of these are rare volumes of which duplicates are not now obtainable. Miss Rue asked the committee's advice as to whether these shall be accepted and stated that at present she had no shelf accommodations for them.

After discussion it was recommended that Miss Rue suggest to Miss Pinder of the Foreign Missions Library that she offer these books to the Board of Home Missions and that should this organization not accept them they be retained by the Woman's Board of Home Missions because it was considered that valuable books of this sort should be kept on hands where they are easily accessible.

Miss Rue presented the following letter from Mrs. Larimer of the Freedmen's Board.

> "The women of New Jersey have been exceedingly anxious to have some literature placed in your rooms, so that they could get it there, rather than send here, altho you know it is always best to be in touch with the Board that does the work.
>
> "Now, we have consented to put some there, on condition that you are willing to have the trouble, and would you let me hear about it, and when our new literature is ready, we could send some to you. I know you have your hands about full, and you know it takes just about the same to send here that it does to get it to New York, but if it will help the work, which they seem to think it will, we will try it for a little while, provided it suits you. Will you kindly let me know?"

After much discussion it was recommended that Miss Rue reply to Mrs. Larimer stating that it has been the policy of the Board not to carry literature of other Boards, but that should she think it worthwhile to have her literature on sale in the Literature Department she kindly tell us whether her request from the women of New Jersey means the Synodical Society of New Jersey, some Presbytery, or from whom it comes, and that should the request come with enough weight the matter would be put before the Board for consideration.

Mrs. McMillan stated that from the Council came the request that there be prepared from this committee a list of the pros and cons of uniting the magazines *Woman's Work* and *The Home Mission Monthly*, a question that is continually coming up before General Council. General Council requests from both literature committees a statement of the advantages and disadvantages of consolidation to be put down in such shape that it can see at a glance what the gain would be in money, circulation, etc., and on the other hand the disadvantages. It was therefore recommended that Miss Finks prepare such a statement and present the same to office conference, then to Mrs. McMillan, who will send it on to General Council. In discussing the question of consolidation Mrs. Bennett stated that in view of the recent change in giving up *Over Sea and Land* it might not be well to effect another change at this time and it was suggested that Miss Finks in making out her statement mention this fact.

Mrs. McMillan asked whether any decision had been rendered regarding the consolidation of the little calendar "The Dial of What and When" and it was stated that there had not been.

Miss Petrie reported that the Christian Endeavor Missionary Programs were ready for distribution, and that she had the Light Bearers Manual ready for press.

The question as to whether it would be wise to submit the Docket of the Literature and Publication Committee to Office Conference came up for discussion. Mrs. Bennett was asked whether she would be in favor of Office Conference taking up the docket before it comes to the committee. The suggestion that this be done came through Miss Dawson, her idea being that the officers could talk more intelligently at meetings of this committee. A question arose as to whether it would be necessary for officers to consider the docket in Office Conference and again at the committee meeting, and it was recommended that one representative from the office attend the meeting to give the opinions of the Office Conference on the docket and release other officers from attendance at the committee meeting. Mrs. Bennett stated that she considered it a very good idea not from the point of view of saving the officers' time, but she felt that in Office Conference each one would have something to contribute to the docket. She stated further that she felt another point in favor was that as far as possible everything done in the office should be made clear to Office Conference because everybody should know everything.

It was therefore moved and carried that Miss Rue take the Docket of the Literature and Publication Committee to Office Conference on Friday morning before each Third Tuesday so as to be prepared to present the same to the committee at its next meeting.

Miss Petrie suggested that if the docket could be passed around before the Office Conference time might be saved.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE MEETING

FEBRUARY 15, 1921

Present: Mrs. McMillan, Mrs. Kraeger, Mrs. Bancker, Miss Rue; also Mrs. Hovey, Mrs. Thompson, Miss Sheibley, Miss Scotland, Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

Before taking up the items of unfinished business Mrs. Kraeger stated that Miss Torrence in her recent report to the Woman's Board gave figures to show that the net expenditures of the Literature Department had exceeded the budget, and asked why this was so. It was stated that really much less literature had been published during this year than in former years but that the high cost of producing it brought the expenditures for the Literature Department to a high figure. It was recommended that it might be well to have a note of explanation accompany Miss Torrence's report to the Board and that Miss Rue prepare for the next Board meeting a paragraph on finance giving information as to why the Literature Department has cost so much, and it was also suggested that perhaps when making this statement she may be able to forecast what the cost will be next year.

Items of unfinished business were considered, and reported and acted upon as follows:

Prospectus of Work - No report.

Leaflets on Mormonism - Mr. Freece and Mrs. Frank have not reported.

Leaflets on Monthly Topics - No report.

Dr. Moffett's address at January Third Tuesday Meeting - Miss Sheibley reported that Dr. Moffett will prepare manuscript of 2000 words to be ready about the middle of March.

List of Monthly Topics - Miss Finks presented to the committee a list of topics and sub-topics for 1922. The committee considered each sub-topic most carefully and after several suggestions for changes the list was approved.

Budget Literature - Miss Sheibley reported that it had been planned that budget literature be ready for distribution March sixth as requested, but that it was later decided that on account of unsettled conditions it would be a better plan not to publish such literature before the end of the present fiscal year. The committee approved this action. Miss Rue stated that at Office Conference when considering the budget literature it was decided the material sent out by the New Era Movement was quite sufficient

Budget Literature cont.
sufficient at this time, but that a new leaflet setting forth the outlook for the new year was promised for September first.

Narratives and Plays - Miss Dawson reported meeting Mrs. Fraser in Ohio and securing her promise to write a home mission play next summer.

The following new business was then considered.

Miss Voss and Miss Sheibley suggested that "My Message" that appeared in The Verstovian of November 1920 be reprinted in leaflet form. Since Miss Voss and Miss Sheibley desire this the committee decided they may have it.

Miss Shafer submitted a manuscript on Dorland Bell and sent with it ten dollars to be used in making cuts to illustrate the same. The manuscript was handed to the committee for criticism, but the question as to whether or not the ten dollars be retained was discussed. After consideration the following action was taken:

Motion - That the matter of returning the ten dollars to Miss Shafer be left with Miss Sheibley and the office with power. Carried.

Miss Rue brought to the committee's attention the fact that the installment of new samples sent to presbyterial secretaries for literature for their files this spring included only four new issues which represent out output since September 1920. Never before in the history of the department have we given them such a meagre selection for display at their meetings and she requested that we begin now to plan for a goodly array of new literature to be ready by August fifteenth so they may have better equipment next autumn. In considering Miss Rue's statement it was recommended that she mention these facts when reporting to Miss Torrence as suggested the beginning of the meeting.

In accordance with the action of the committee at its last meeting Miss Finks prepared the following statement on the pros and cons of uniting our two magazines, Woman's Work and The Home Mission Monthly, to be presented to General Council.

ADVANTAGES AND DISADVANTAGES OF COMBINING WOMAN'S WORK AND HOME MISSION MONTHLY

FOR	AGAINST
Expense saved in:	No saving in:
Covers	Paper or printing for inside pages
Clerks	Postage (pound rates)
Addressing	Editorial department

(continued on next page)

ADVANTAGES AND DISADVANTAGES OF COMBINING WOMAN'S WORK AND HOME MISSION MONTHLY cont.

FOR	AGAINST
Gain some readers who have been one-sided before	Lose more readers than gained. H.M.M. has about 10,000 more subscribers than W.W. Many of these would not subscribe for a magazine at $1.50 - the necessary price to cover cost of a magazine containing the number of pages now included in two magazines. Same would be true of readers of W.W. not now taking H.M.M.
Satisfy requests from the constituency	
Convenience to the reader of both magazines in having them under one cover	

This statement met with the committee's approval. It was suggested that in order that the constituency might get an idea of the advantages and disadvantages of consolidation a statement similar to the above be printed in the magazine. The following action was taken:

Motion - That the editors of Woman's Work and The Home Mission Monthly in conference prepare a statement which can be published occasionally in the magazines, the idea being that it be explained to the constituency that the same amount of material would be included in the combined issue, that not a less price would be charged for the combination unless the Boards would be willing to make up the deficit. Carried.

Miss Sheibley asked the committee's advice as to the kind of material to be included in the "Year Book of Prayer" for 1921. The policy recommended in the Minutes of December 1918 was referred to, and after discussion it was decided that the material be historical and that it be brought up-to-date. Miss Sheibley reported that estimates are now being secured for the Year Book which is to be limited to 182 pages so as to keep the postage down.

Meeting adjourned.

Stenographically reported -

Approved by -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE MEETING

MARCH 15, 1921

Present: Mrs. McMillan, Mrs. Bancker, Mrs. Hovey, Mrs. Kraeger, Mrs. McAfee, Miss Sheibley, Mrs. Gildersleeve, Miss Petrie, Miss Torrence, Miss Rue.

Excused: Mrs. Thompson.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and acted upon.

Prospectus of Work - Miss Sheibley reported that the manuscript is not yet completed.

Leaflets on Mormonism - It was reported that Mr. Freece and Mrs. Frank have not yet sent in manuscripts.

Leaflets on Topics - Miss Sheibley reported that a leaflet on the May topic would be ready for circulation April seventh.

Dr. Moffett's manuscript - It was reported also that the promised manuscript of Dr. Moffett's address on the Indian had not been received.

Department for Social Service having asked at the annual meeting of this committee for the privilege of publishing three new issues during the year has not yet submitted manuscripts for any of these, and it was recommended that the secretary of the department be asked to supply these manuscripts at her early convenience.

Year Book of Prayer 1922 - A discussion arose as to the number of copies of the "Year Book of Prayer" for 1922 that should be ordered by our Board and it was the consensus of opinion that we should handle half of the edition. However, it was -
Moved and carried that the question of the edition of the "Year Book of Prayer" be left to Office Conference and Committee on the Year Book of Prayer with power.

Business Side of School Work - It was reported that the manuscript for this leaflet is not yet ready.

The following items of new business were considered:

A duet was submitted for publication by Miss Charlotte Hawes, and the same was given to Mrs. Hovey for criticism.

Miss Rue reported that Over Sea and Land offered to the Woman's Board cuts that were to be disposed of by that magazine office. It was recommended that these cuts be gone over carefully when time would permit and that those suitable for our use be retained.

Mrs. Gildersleeve reported her intention to push Mr. Eastman's book "Unfinished Business" in study classes, and in view of this fact Miss Rue asked the committee whether it would approve her ordering copies of Dr. Douglass' book "From Survey to Service". After discussion it was recommended that copies of Dr. Douglass' book be purchased as needed.

Miss Rue brought to the committee's attention the fact that the Home Missions Council hopes to publish twelve "Racial Studies" and that some Presbyterian Board had stated that they would order 2100 copies. The Council would like to know whether our Woman's Board wish to order copies of these books. No decision.

Miss Rue asked whether Margaret Applegarth might be invited to prepare a Home Mission Pageant demonstrating the needs of our exceptional populations for development by twenty-five or more children of primary and junior ages. She stated that such a pageant is needed for presbyterial meetings, also for local gatherings to which parents are invited, and that it should be made to fill from thirty to forty-five minutes of time and to include music. After discussion the committee recommended that Miss Applegarth be told the kind of play desired and asked what her charge would be for the same, and that her reply be reported to the committee.

The committee's advice was asked on the question of reprinting several publications now out of stock. The following action was taken:
Motion - That in the future the matter of ordering reprints be left with Miss Rue and Office Conference with power. Carried.

Mrs. Gildersleeve reported that the Board of Home Missions and she are planning to issue announcements of the new text book "Unfinished Business".

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF LITERATURE AND PUBLICATION COMMITTEE MEETING

APRIL 19, 1921

Present: Mrs. McMillan, Mrs. Bancker, Mrs. McAfee, Mrs. Thompson, Miss Sheibley, Miss Scotland, Miss Rue.

Excused: Mrs. Kraeger

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were considered.

Prospectus of Work - No report.

Leaflets on Mormonism - It was reported that Mrs. Frank declined to write on Mormonism because of lack of time, and that Mr. Freece does not consider himself equipped to write an up-to-date leaflet on the subject. Because of the need for literature on the topic, it was suggested that Mrs. Shepard of the National Reform Bureau be asked whether she would be willing to prepare a manuscript, also that it might be well to have some one write on "Mormonism in non-Mormon States".

Leaflets on Topics

The need for a leaflet on the topic for June, "A Program of Advance in the West Indies", was emphasized. It was recommended that Miss Sheibley ask Mrs. Bennett whether she would be willing to prepare a manuscript showing what work has been done in Santo Domingo, and that should she not have time to do this work she be asked to give Miss Sheibley material that she may compile the leaflet. It was stated that the comparison of statistics of mission work in the Islands this year with those of a year ago is most interesting, and it was suggested that this leaflet include a statistical record of advance in Cuba and Porto Rico.

It was recommended that Miss Voss' report relating to the mission fields be reprinted from the Annual Report of the Woman's Board so as to make a separate leaflet on each field and that recent pictures be used to illustrate and contribute to the appearance of each. These leaflets should be ready in time and should be used to meet demands for the July topic "The Year in Review". It was suggested further that the leaflet on "Advance in the West Indies" mentioned above be used for this field in this series.

For the August topic, "The Younger Generation", Miss Petrie has promised to supply something helpful to women who are leading young people.

Dr. Moffett's manuscript on the Indians - Ready for the press.

Literature on Social Service - Miss Acheson will prepare leaflet to be ready in time for General Assembly.

Business Side of School Work - It was stated that this leaflet would probably never materialize. Mrs. McMillan stated that she felt the need for a leaflet for circulation among people who knew practically nothing about budgets, apportionments, etc. It was felt that medical missions should be especially emphasized. It was recommended that Miss Sheibley compile a leaflet along this line using such material as she sees fit of that included in the manuscript "Business Side of School Work", and that each department be included, for instance that the Treasury Department be written up somewhat in detail as to number of workers, how the money comes, etc.

Duet submitted by Charlotte Hawes - Has been published in Missionary Mail.

New business for consideration was as follows:

It was reported that for the Annual Meeting of the Woman's Board to be held at Winona Lake there would be a table of literature, and it was suggested that Miss Colmery might take charge of it. This was given favorable consideration but it was felt that Miss Colmery should have helpers to serve in relays so as to reduce her responsibility.

Miss Sheibley reported that there would be space in connection with that allowed the Board of Home Missions at the General Assembly for our Woman's Board to have some sort of an exhibit. She stated that in consultation with the Board of Home Missions it was suggested that the Woman's Board supply "atmosphere" for the exhibit the Board is planning to have, and that a committee has been appointed to look into the matter. A question arose at this time as to where "atmosphere" might be procured in the short time before the meeting, and it was suggested that application be made to the Baptist Board for some of the exhibit material that had been transferred to its care when the Interchurch World Movement dissolved. It was recommended that Miss Sheibley take this matter up with Display Committee.

Mss. "A Service of Prayer and Praise" in hands of committee.
" "Ye Did It Not Unto Me" " " " "

The following leaflets were reported on the press:
"Pioneer Bearers of the Cross"
"For the Sake of Learning"
"Personal Experiences of a Shepherd's Life Today"
"The Red Man in Church and State"

The need for helps for the devotional hour in missionary meetings was brought before the committee. It was reported that Office Conference felt it would be better to have something new rather than to reprint "Thoughts for the Devotional Hour", in stock for some time. It was recommended that Mrs. Wallace Radcliffe, Mrs. Samuel Semple, and Miss Ruth Parker be asked whether they would be willing to prepare something in the devotional line, and that members of the committee submit for publication inspirational poems that they may see from time to time.

Mrs. McMillan spoke of having heard a Miss Douglas of Mt. Vernon make a most interesting speech on the Mountain People of the South, and stated that she intended asking her whether she would be willing to write a leaflet on the subject for our Woman's Board.

It was reported that the first Home Mission number of Missionary Mail was in the printer's hands, and that revisions of six Westminster Guild publications were in preparation.

Meeting adjourned.

Stenographically reported -

Approved by -

MINUTES OF MEETING OF LITERATURE AND PUBLICATION COMMITTEE

MAY 17, 1921

Present: Mrs. McMillan, Miss Rue; Mrs. Bancker, Mrs. McAfee a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

Items of unfinished business were given consideration as follows:

Leaflet on Mormonism - Miss Rue reported that when making his reply to our request for a leaflet from him, Mr. Freece sent a copy of "Mormonism - Some of its Poisons and Their Antidotes" by Elizabeth Tousey with the suggestion that we might wish to purchase copies. It was suggested that Miss Rue communicate with Miss Tousey to learn whether she would be willing to supply copies of this pamphlet and at what cost, also whether she would be willing to write something on the subject for our Board should this pamphlet be considered too voluminous for distribution among our constituency. It was suggested further that should Miss Tousey consent to write, her leaflet be illustrated somewhat so as to have it attractive in appearance.

Leaflet on June topic - It was reported that Mrs. Bennett's manuscript for this leaflet is typed and in Miss Sheibley's hands. Miss Rue explained that she is intending to mail this with her subscription leaflets for June with which she is planning to enclose also a letter to subscribers explaining that from June first the two leaflet subscription plans used hitherto will be merged into one which shall include only new issues, one of which shall relate to the regular topic assigned by the Board.

Reprints from Report of Miss Voss - It was reported that Miss Sheibley had not had time to work on these.

Miss Rue explained at this time that all new material in course of preparation should be ready for circulation by the middle of August in time to send samples to synodical and presbyterial secretaries for literature for their files.

Leaflet on August topic - Promised by Miss Petrie. A question was asked as to whether Miss Petrie intended writing a leaflet for young people or one for women about young people. It was stated that she had promised to write for women giving information as to the number of young people in the church and their relation to the women's missionary societies. This met with the committee's approval.

Dr. Moffett's article "The Indian in Church and State" - Reported on the press.

Literature on Social Service - Because Miss Acheson had been ill her manuscript was not ready, but it was reported that she promises it without delay.

Business Side of Work of Woman's Board of Home Missions - In Miss Sheibley's hands. No report. It was asked whether it would be necessary to have the committee's approval on this manuscript when ready for the press. It was considered that this would be necessary but advised that the leaflet be printed as soon as possible.

Exhibit at Winona Lake - Miss Rue reported that she had forwarded only new and recent issues for display and sale during the General Assembly at Winona Lake to Miss Dawson, and that table space 3 X 5 feet only had been provided. Because it was considered advisable to have something to attract about one hundred dollars worth of Allanstand Cottage Industries and a loan of Indian rugs from Dr. Moffett of the Board of Home Missions had been promised.

Miss Rue also explained that she had sent for the Woman's Board Annual Meeting smaller numbers of the same helps forwarded for the General Assembly.

Play by Miss Applegarth - In course of preparation.

Devotional Exercises - Miss Rue stated that she had written authors suggested, but had nothing definite to report.

Manuscript "Praise Meeting Program - A Service of Prayer and Praise" - Manuscript was submitted by Mrs. Dickens-Lewis at the request of the committee. It was suggested that before publishing the same an effort be made to procure something better. Mrs. Brush and Mrs. Abbott of Yonkers were mentioned as possible authors.

Manuscript "Ye Did It Not Unto Me" - After consideration the following action was taken:
Motion - That the author, Mrs. Howard L. Watts of Los Angeles, of "Ye Did It Not Unto Me" be sent a letter of thanks for the manuscript, the same to be printed. Carried.

Leaflet on Mountaineers - No report. Miss Rue was asked to write Miss Douglas in care of Miss Dingman whether she would be willing to prepare a manuscript for our Woman's Board.

New business was taken up at this time.

It was reported that two manuscripts had been received, "Circle Three Sees a Vision" by Mrs. J.F. Clokey, and "A Masque - The Church Victorious Through Love" by Miss Clark and Dr. Brank. Both were given to committee to read.

Miss Rue submitted to the committee the fact that special requests are being received for a budget leaflet because the Woman's Board of Foreign Missions has one on its budget in circulation. She stated that no action could be secured on this matter at Office Conference. It was decided to ask Miss Hyatt, chairman of the Budget Committee, to prepare such a leaflet.

It was reported that portions of the 1921 report of the Home Missions Council are to be reprinted in leaflet form and that our Board has been invited to purchase copies. These reprints will include Mr. Roundy's report on Indians and Miss Quinlan's section on Migrant Work. The committee decided to purchase supplies.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE LITERATURE AND PUBLICATION COMMITTEE MEETING

SEPTEMBER 20, 1921

Present: Mrs. McMillan, Miss Ogg, Miss Finks, Miss Rue; also Miss Sheibley, Miss Petrie, Miss Terrence for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and given consideration.

Literature on Mormonism - Miss Rue reported that upon the recommendation of Mrs. Bennett 3000 copies of a new pamphlet issued by the Councils of Home Missions entitled "Ten Reasons Why Christians Cannot Fellowship the Mormon Church and Answer given by Elder Brigham H. Roberts" had been ordered.

Business Side of Work of Woman's Board of Home Missions - Miss Sheibley reported that nothing had been done towards the development of this manuscript. The need for such a leaflet was again discussed and it was suggested that Miss Sheibley keep the same in mind and present to the committee a manuscript along this line some time in the future should she be able to prepare the same. It was thought best, however, that the item be taken from the minutes and the following action was taken:

Motion - That the action regarding a leaflet on "The Business Side of School Work" be rescinded. Carried.

Play for Light Bearers by Miss Applegarth - Miss Rue reported that on account of ill health Miss Margaret Applegarth had found it impossible to complete this manuscript as early as she expected, but promised to send it as soon as possible.

Manuscript - Praise Service Program, by Mrs. Dickens-Lewis - The question as to what disposition be made of Mrs. Dickens-Lewis' manuscript for a praise meeting program was brought up for discussion. After due consideration it was decided that Miss Ogg submit this manuscript to the Home and Foreign Mission Committee on the Day of Prayer with the suggestion that it be used on that occasion, and that in the event of it not being accepted Mrs. Dickens-Lewis be thanked for her manuscript and told that the same would be put in type next year when the time arrives for the publication of the annual praise meeting program.

Play promised to Miss Dawson by Mrs. Fraser of Ohio - No report.

Manuscripts by Miss Stephenson - The question arose as to the form in which the manuscripts "Little Citizens in the Making" and "All Aboard for Sitka" be printed since they were not considered suited to our need for a leaflet. After consideration it was recommended that Miss Stephenson be written that in the effort of the Literature and Publication Committee for close economy only such things as are needed immediately are being published and that her manuscripts have been turned over to Miss Petrie who will use excerpts for her young people's letters. It was further recommended that Miss Stephenson be written to that manuscripts which she feels inclined to write on the other fields will be most gratefully received.

Prospectus of Work - In course of preparation.

Leaflets on Topics - Miss Rue reported that new issues received provide sufficient material on all topics to January 1, 1922, and she asked whether Miss Torrence, who is to prepare a manuscript for a January leaflet, might have the same ready by October 14, 1921. Miss Tprrence stated that she would endeavor to do this.

Items of new business were next considered.

Miss Ruth Louise Parker's manuscript of "Devotional Exercises" was presented to the committee. The same was given Miss Sheibley to read and comment upon and pass back to the committee with as little delay as possible.

A manuscript entitled "Woman's Ministry to the World" by Mrs. J.F. Clokey was submitted and given Miss Ogg to read and comment upon and pass on to other members of the committee.

An article by a Sheldon Jackson graduate entitled "Presbyterian Missions in Southeastern Alaska" was submitted to committee, the same to be passed on to Mrs. McAfee for her comments.

Miss Rue brought to the committee's attention the fact that perhaps the "criticism" of one committee member on a manuscript is affected somewhat by what of another and asked whether it might not be well to have comments written on separate sheets. This was considered a good suggestion and the following action taken:

Motion - That after reading a manuscript each committee member shall write her criticism of it on a separate sheet that shall be mailed direct to "156" without delay and the manuscript shall be forwarded to the next committee member who has not read it. Carried.

A pamphlet entitled "Twenty Years in Porto Rico" was submitted to committee having been offered by the Board of Home Missions at the rate of ninety dollars for five hundred copies. Mrs. Gildersleeve recommended at Office Conference that this number be purchased, but after discussion the committee considered it was not wise to purchase the full number at once. It was recommended that 100 copies be ordered now and more as needed if the same rates might be granted on a less number than 500. It was suggested that Mr. Eastman, who submitted the pamphlet, be told that every effort would be made to sell 500 copies according to his offer. It was recommended that the pamphlet be sold at 25c. per copy.

Miss Sheibley suggested to the committee that it might not be wise to print the play "Ye Did It Not Unto Me", already in proof form, in its present state. She gave definite reasons for her feeling that certain portions be eliminated which eliminations might of course affect the play to such extent as to make it unwise to print it at all. Miss Ogg and Miss Finks had not read this play critically and it was suggested that they do so and indicate such changes as may bring it up to the standard required.

Miss Sheibley reported to the committee that Miss Dawson, Miss Voss and herself had in mind publicity work in the form of interesting items from the field and news regarding the organization to be presented first to the First Tuesday Meeting and later printed for circulation. Plans for the distribution of the publication have not yet been worked out.

Mrs. McMillan suggested that congratulations be sent the Committee on the Year Book of Prayer upon the early arrival of that publication from the press and its attractive cover.

Miss Finks reported that subscriptions to The Home Mission Monthly were not coming in well, that every month the number is less than that of a year ago, though there is still an increase over two years ago. She reported that the regular semi-annual letters had been sent synodical and presbyterial secretaries for literature, also that a letter had been sent each local secretary for literature who is not a subscriber. It was suggested that the speakers of the Woman's Board give the magazine as much publicity as possible, that when making a speech they never fail to recommend it for use, and it was recommended that Miss Finks prepare a statement along this line and hand the same to Miss Hamilton, who is collecting material, and that she state when doing so that it has been prepared at the suggestion of the Literature and Publication Committee.

Miss Petrie reported that she had had nice letters regarding Missionary Mail and that two months ago the subscription list for this magazine reached the thousand mark. She had one criticism about the shape of the paper.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE MEETING OF THE LITERATURE AND PUBLICATION COMMITTEE

OCTOBER 18, 1921

Present: Mrs. McMillan, Mrs. McAfee, Mrs. Ford, Miss Rue;
also Miss Ogg, Mrs. Thompson, Miss Sheibley,
Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and given consideration.

Praise Service, by Mrs. Dickens-Lewis - It was reported that the Council of Women for Home Missions and the Federation of the Women's Boards of Foreign Missions Committee accepted the manuscript of the Praise Service by Mrs. Dickens-Lewis, and that the author had expressed pleasure that the program would be given such wide circulation.

Prospectus of Work - No report.

Leaflet on January topic - It was reported that Miss Torrence and Miss Sheibley would prepare this manuscript.

Devotional Exercises, by Miss Ruth L. Parker - The comments on this manuscript by those who read it were most favorable. Suggestions for a few changes were made, however, as there was considerable discussion as to the advisability of printing as many as three of Rauschenbusch's prayers and the source of Parker's prayer. The following action was taken:
Motion - That the manuscript be accepted for publication and that Miss Mabel Parker be asked to give authority for the substitution of other prayers for two of Rauschenbusch's, also that the source of Theo. Parker's prayer be eliminated. Carried.

Woman's Ministry to the World - There was considerable discussion regarding the advisability of printing this play, after which the following action was taken:
Motion - That Mrs. Clokey be written to the effect that because of the present condition of finances the committee did not consider it wise to publish her manuscript "Woman's Ministry to the World" and that it be returned to her with thanks. Carried.

Presbyterian Missions in Southeastern Alaska - It was the consensus of opinion that this article might be worthwhile to publish in view of the fact that it was written by a Sheldon Jackson graduate, and the following action was taken:

Presbyterian Missions in Southeastern Alaska cont.
Motion - That the article by a Sheldon Jackson Graduate entitled "Presbyterian Missions in Southeastern Alaska" be printed in inexpensive two-page form. Carried.

Ye Did It Not Unto Me - Miss Finks and Miss Ogg read this manuscript critically as suggested at September meeting of committee, and both were of the same opinion that the play was too good to reject, but suggested that the author be written to the effect that it seemed inartistic to have so many outside interests brought into the mountains, also that it did not seem well to contrast Roman Catholicism with Protestantism. It was suggested further that the author be given preference as to whether she would care to make necessary changes for publication or whether the Board might have permission to do so, and that definite suggestions for changes be sent her when writing. The committee therefore took the following action:
Motion - That suggestions made by Miss Ogg and Miss Finks with regard to the play "Ye Did It Not Unto Me" be accepted. Carried.

Field Items for Publicity Work - Miss Sheibley reported that these items would not be published in printed form but that they would be merely duplicated and sent to synodical and presbyterial officers.

New business.

A manuscript "Missionary Spirit" was submitted to the committee by Miss Petrie who thought it might be well to publish the same. After being read by the committee it was not considered wise to print the same and the following action was taken:

Motion - That the manuscript "Missionary Spirit" be not printed but that upon securing the author's permission typewritten copies be kept in the office to loan for a nominal cost. Carried.

It was recommended that our Literature Department advertise unpublished plays for special demands that they might meet.

Miss Finks asked the committee's advice as to whether it might not be wise to adopt a policy with regard to the sending of sample copies of The Home Mission Monthly to synodical and presbyterial meetings, and after discussion it was recommended that the magazine be sent in the same parcels with literature forwarded for these meetings by Literature Department.

This discussion led to the question of the advisability of sending literature to synodical and presbyterial meetings when no order is received. In discussing the question it did not seem a good plan to send literature not knowing whether some one would be responsible for it. It was therefore recommended that in the event of literature not being ordered for a synodical or prebyterial meeting Miss Dawson be asked to write a letter to the president of the organization not ordering asking whether the same could be sent to a given address.

Miss Finks also asked the committee's advice as to whether she should continue to have each issue of The Home Mission Monthly copyrighted, and after due consideration it was decided that she should.

The question of developing a plan to advertise The Home Mission Monthly to secure new subscriptions and renewals was brought up. Various suggestions were made, and it was finally recommended that an envelope be prepared for magazine subscriptions, the same to be included with the monthly sets of envelopes distributed through the Literature Department.

Miss Rue asked the committee's advice as to whether it might not be a good plan to publish under one cover the leaflets "Soucth Shan" and "Kahtlian". Her idea was considered favorably. It was, however, considered advisable to have Miss Voss read both these publications before they be reprinted. The following action was taken:

Motion - That the leaflets "Soucth Shan" and "Kahtlian" be combined under one cover. Carried.

Miss Rue asked whether reprints of the following publications should be ordered, and the committee gave due consideration to each one.

Visitor's card - Department for Associate Members - Miss Sheibley stated that a reprint of this card had already been ordered.

"Postcard Map locating Home Mission Schools and Community Centers" - It was decided that this map should not be reprinted for the reason that Alaska, and Cuba and Porto Rico are not included. The need for such a map is not now urgent because that of North America appears in two of our recent leaflets.

"Invitation to Missionary Meeting" - It was decided that this card be reprinted, but that Miss Rue revise it so as to have the invitation seem more personal. For instance that a blank be provided for the name, and that something be substituted to take the place of the sentence "The presence of every woman connected with the church and congragation is desired."

"Mormonism Today" - Considered unwise to reprint.

"Americanization - Sincere Friendliness for the Immigrant" - Not to be reprinted.

"First and Last" - To be reprinted.

"Community Work" - To be reprinted, but it was recommended that the author be asked to give us something newer.

"Cindy's Chance" - To be reprinted.

Miss Rue reported to the committee that Dr. Sears of the Baptist Home Missionary Society had secured through the Interchurch World Movement manuscripts for eleven "Racial Studies" and that through the Councils of Home Missions he had been trying to secure the cooperation of the various Mission Boards to take 1000 copies. Orders for about 750 copies have been placed. The volumes are to sell at one dollar eash, and there are now about ready for publication five out of the eleven studies that are contemplated. The Boards are to have the privilege of purchasing at the rate of sixty cents per volume. Some time ago our Board was asked to purchase copies but the suggestion was turned down on account of insufficient funds. Mrs. Waid has kindly expressed her willingness to back financially the purchase of twenty-five copies each of the five volumes now ready. In view of this fact Miss Rue asked the committee whether this number should be increased, and after considerable discussion the following action was taken:

Motion - That the Woman's Board of Home Missions purchase twenty-five copies each of five "Racial Studies". Carried.

Meeting adjourned.

Stenographically reported

Approved by

MINUTES OF THE ANNUAL MEETING OF THE LITERATURE COMMITTEE

NOVEMBER 15, 1921

Present: Mrs. McMillan, Mrs. McAfee, Mrs. Ford, members of the committee, and Miss Rue from the office corps were present for the entire meeting. Those who were present for a portion of the time were Miss Hyatt, acting president, Mrs. Thompson, member of the committee, Miss Dawson, Mrs. Gildersleeve, Miss Petrie, Miss Torrence, Miss Finks from the office corps.

Excused: Miss Ogg asked to be excused on account of another meeting. Miss Sheibley also asked to be excused for the same reason.

The meeting was opened with prayer by Mrs. Ford.

Because of limited time it was moved and carried that we dispense with the reading of the minutes of previous meeting.

Departmental needs were taken up as follows:

Mission Study

Mrs. Gildersleeve, Secretary for Missionary Education, asked for the privilege of printing the following helps:

1. Suggestions for developing the study of the text book for 1922 which will deal with the negro

2. For a general leaflet on the work of our Woman's Board with an appeal for Missionary Education, to be distributed at Summer Conferences

3. For a leaflet explaining the relation of the Woman's Dept. of Missions for Freedmen to our Women's Board of Home Missions

4. Advertising matter for publicity of the work

In connection with her request for the third leaflet mentioned she stated that there was a particular need for something of the kind because it was feared local auxiliaries might get the idea that their gifts should go to the Freedmen's Board since its work would be given special emphasis.

The chairman, speaking out of her experience, asked the committee if it would not be advisable to recommend an alternate study so as to provide a home mission text book to many societies having an aversion to the subject of the negro. She suggested "The Soul of America" and "From Survey to Service". It was, however, the opinion of the Secretary for Missionary Education that our pledge to the Freedmen's Board to promote the book on the negro next year would prevent the endorsement to any great extent of another text book, but that the books mentioned could be included in lists advertised.

General Secretary's Office

Miss Dawson stated that she and Miss Sheibley both considered

1. That a leaflet on methods for auxiliary societies was greatly needed. Mrs. Gildersleeve reported that Mrs. McCrea has a splendid set of outlines on methods, and Miss Petrie stated that she would be glad to pass to the Secretary's office "The School of Methods", formerly published, which might be revived and elaborated somewhat.

2. Miss Dawson asked for fliers to be published three or four times during the year for enclosure with letters, and at the present time she needs something on the treasury. It was mentioned that Miss Julia Fraser of California needs something now to stimulate gifts. It was suggested that the fliers Miss Dawson requests contain excerpts from letters from the fields that come to the office, inspirational and concrete material, also results of the work.

The Home Mission Monthly

Miss Finks reported that she would need

1. The usual leaflets regarding the magazine for distribution in the fall, and

2. A special leaflet for use of secretaries for literature to distribute among non-subscribers for which she would like suggestions.

She stated she would print subscription envelopes approved by the committee at a previous meeting, also Christmas gift cards, and regular issues such as blanks for subscriptions, etc.

The question was asked as to whether the editor had thought of changing the cover of the magazine. She stated that she had not. There were various opinions as to the advisability of retaining the present cover. After discussion the following action was taken:
Motion - That Miss Finks look into the matter of the cover of The Home Mission Monthly and bring recommendations regarding the same to the next meeting. Carried.

There was a comment made at this point about the splendid articles that appear in The Home Mission Monthly from time to time and the suggestion that some one be appointed to read each issue of the magazine with the idea of having especially good articles reprinted in leaflet form. It was therefore recommended that Miss Sheibley review The Home Mission Monthly with this end in view and recommend for reprint outstanding articles. It was suggested that whenever possible such reprints be made from magazine type to save expense, and that fliers such as Miss Dawson requested earlier in the meeting might be reprinted from the magazine.

Young People's Department

Miss Petrie submitted the following list of needs for her department based on the work of this year:

Wireless Messages (2 editions, 7500 each)	$298.50
Letters for Intermediates, Juniors, Light Bearers, Little Light Bearers and Young Women's societies (2 editions, 12,500 each)	228.00
Local and Long Distance Directory (3500 copies)	89.90
Home Mission Ladder (5000 copies)	133.00
Little Light Bearers Certificate (2500 copies)	55.00
"Some Doings and Some Suggestions for Some Young People" (3000 copies)	169.90
"Some Hints for Light Bearers and Little Light Bearers" (1500 copies)	75.00
Annual Report (3500 copies)	74.75
Statistical sheet (600 copies)	19.50
C.E. Programs (6700 copies, Home and Foreign)	215.00
"Here and There" Junior Programs (1500 copies)	68.00
Light Bearers Manual (3000 copies, Home and Foreign)	191.00
"Missionary Mail" (published bi-monthly, Home and Foreign) - May edition	325.07
July Edition	315.83
September edition	297.57
Report Blanks -(300 Synodical, 3500 Presbyterial, 12,000 Local)	
"Worthwhile Ways to Guide Guild Girls"	
"Westminster Guild in Outline"	
"Westminster Guild in Many Lands"	
Home Mission Stations leaflet	
Westminster Guild Pins	
Enrolment cards	
Registration Blanks	
Hints and Annual Report of W.G.	
Mission Study Helps for text book	
Stereopticon Slides	
W.G. Bulletin - 3 editions - average cost about $340. (Home Board half and Foreign Board half cost)	

She reported that the Westminster Guild Bulletin would be published in different form, square in shape, the size of her letters, and that it would include 24 pages.

She stated that she had had requests that "Missionary Mail" be published monthly instead of bi-monthly, and that the matter was to be taken up by a joint committee of the Home and Foreign Mission Boards.

Student Committee

This committee requested a leaflet telling of the summer work of college girls in Home Mission Fields, and reported that Mrs. Bennett had agreed to write the same.

Social Service Department

Mrs. Wallace asked whether she might have

1. A leaflet regarding the work at Ellis Island
2. Leaflet telling of the work of her department

Treasury

Miss Torrence stated that unless the "Hand Book" was to be reprinted she would need a leaflet giving suggestions for treasurers. It was recommended that excerpts describing methods for treasurers be collected from the pages of The Home Mission Monthly and reprinted as "First Aid to Treasurers".

Requests of the various departments were approved by common consent.

Budget Leaflet 1922-23

The budget leaflet for 1921-22, "Missions Mapped and Budgeted", was favorably commented upon. The map was considered a good feature, but it was suggested that in preparing a budget leaflet another year it be set up so as to command more attention.
It was moved and carried that the budget leaflet for 1922-23 be left to the office for preparation, the same to be ready March first.

Summer Offering 1922

Question arose as to whether the Summer Offering should be emphasized. It was considered a good plan to get the attitude of the Foreign Board on this matter, and it was therefore recommended that the question of emphasizing the Summer Offering be referred to Interboard Conference and that decision about a leaflet for 1922 be deferred.

Monthly Topics 1923

Motion - That the chairman appoint a committee on monthly topics for 1923. Carried.

Mrs. McMillan appointed Miss Finks, Mrs. Ford, and Miss Sheibley.

Monthly Topic Aids

The need for new helps on the topics was discussed and possible authors suggested as follows:

Monthly Topic Aids cont.

1922

February ------ The American Indian - Miss Dabb or Mr. Mitchell.
March --------- The Newest American - Suggested that Mrs. Wallace be asked to write along the line of the "education of the immigrant in his leisure time".
April --------- The Negro in America - Freedmen's Board will supply literature.
May ----------- Spanish-Speaking Americans - Mr. Lucero
June ---------- The West Indies - Moved that Mr. Inman be asked to write an article on this topic. Carried.
July ---------- Our Work Summarized - Motion - That Miss Voss be asked to prepare a manuscript on this subject. Carried.
August -------- Young People in the Church - Miss Petrie will secure an author from her Young People's Committee for this.
September ---- Inspiration for New Service - Motion - That General Secretary be asked for leaflet on this topic. Carried.
October ------- The Native Alaskan - It was recommended that Dr. S. Hall Young be asked to prepare a manuscript on this topic at an early date, and that Dr. Condit be asked to write an article for the October topic.

November ------ The Mountaineer of the South - Motion - That Miss Goodrich be asked to write on "Twenty Years in the Mountains". Carried.
December ------ In Utah - It was suggested that the article by Dr. Paden be reprinted from The Home Mission Monthly of December 1921, the same to be ready in time for December 1922.

1923

January ------- Topic (?) - It was recommended that Mrs. Webb be asked to write a leaflet on this topic and to prepare the manuscript so as to have it ready for circulation December 1, 1922.

Annual Exhibit

Miss Rue asked the committee what form of exhibit would be required for General Assembly in Kansas City and the Biennial Meeting in Des Moines. After discussion it was recommended that the chairman appoint a special committee to consider the matter and to report to the next Board meeting.

Mrs. McMillan appointed Miss Hyatt, Mrs. Thompson, and Miss Rue to make a recommendation to the Board regarding the annual exhibit.

Praise Service 1922

It was recommended that Miss Rue look over old services in view of reviving one for 1922, and to present her suggestions to committee at next meeting.

Catalogue 1922

It was recommended that this be prepared by Miss Rue as usual.

The Dial

Miss Rue brought to the committee's attention the fact that the Foreign Board reported last summer its inability to give the time necessary to do the work to make this a joint publication, and that the issue for 1922 therefore covers Home Missions only. She asked whether the issue for 1923 should be similar. After discussion it was recommended that Miss Dawson see to it that in some way a record be made of the fact that the Foreign Board had been given the opportunity to make this a joint publication, but had had no time to do the work necessary, and that "The Dial" is therefore still Home Missions only. It was further recommended that unless the Foreign Board approach our Board on the subject the pamphlet be published as heretofore, the same to be prepared by Miss Rue.

Year Book 1923

It was suggested that the committee members look over the "Year Book of Prayer" for 1922 with the idea in mind to make suggestions for the new Year Book for 1923 that might help the committee having the same in charge.

Plays and Pageants

The need for plays and pageants requiring few characters for juniors, intermediates, and seniors was presented. No authors for such helps were suggested, but Miss Petrie stated that she would ask Mrs. Cronk, the auther of "Christ in America", published by the Lutheran Board, whether she will be willing to prepare something along this line in simple form for children. The committee was asked to keep in mind possible authors for plays and pageants.

Children's Exercises and Recitations

Miss Rue reported that band leaders return children's exercises and recitations sent them with the statement that they have used them already. No action taken.

Bible in Mission Schools

Miss Rue stated that a leaflet describing the teaching of the Bible in our schools and some of the results in the lives of the pupils would have large circulation. The committee considered this need and it was suggested that something be prepared along the line of "Religious Instruction in our Mission Schools". The question of the author for such a leaflet arose at this time, and after considerable discussion it was moved - That Miss Dawson in consultation with Miss Voss prepare a leaflet on "Religious Instruction in Our Mission Schools". Carried.

Narratives

The need for stories of human interest was brought before the committee, and to meet this need it was suggested that excerpts be taken from letters from the fields, the same to be compiled in leaflets.

Historical Literature

The need for historical material on the various fields, also a "Historical Sketch of the Woman's Board", was ~~presented~~. It was suggested that Dr. Thompson's "Soul of America" is helpful along this line, but no action was taken.

Leaflets giving Motives for the work of the W.B.H.M.

The need for helps along this line was suggested, but no action taken.

Literature on "Giving and Tithing"

The need for new aids of good quality along this line was brought to the committee's attention, but no action taken.

Service Pin Series

Miss Rue asked whether the Sketches of Service Pin Wearers that are appearing in The Home Mission Monthly might be reprinted in attractive leaflet form. No action taken.

"Everyland"

Miss Rue asked the committee the Board's attitude towards this publication, whether it should be advertised from headquarters, also whether secretaries for literature should be asked to do so. It was felt that it would not be well to advertise it since our Woman's Board will have no contact with its publication; on the other hand it was stated that ~~the~~ fact of its possible revival was mentioned when letters regarding Missionary Mail went to

"Everyland" cont.

subscribers of Over Sea and Land. The subscriptipn price, one dollar and fifty cents, was also felt to be prohibitive to many. A decision regarding Everyland was postponed.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF LITERATURE COMMITTEE MEETING

DECEMBER 20, 1921

Present: Mrs. McMillan, Mrs. Ford, Mrs. Gildersleeve, Miss Finks, Miss Rue; also Mrs. Thompson, Miss Ogg, Miss Sheibley, Miss Torrence for a portion of the time.

Excused: Mrs. McAfee

The meeting was opened with prayer by Mrs. McMillan.

Miss Rue brought to the committee's attention the fact that the item regarding the annual exhibit on minutes of last meeting should be eliminated. The following action was therefore taken:

Motion - That the recommendation to appoint a special committee to look into the matter of exhibits for the General Assembly in Kansas City and the Biennial Meeting in Des Moines be expurgated from the minutes of the November meeting. Carried.

The following items of unfinished business from minutes of annual meeting were discussed and considered:

Social Service Department - Miss Rue stated that frequent requests are received for a leaflet on work at Ellis Island and that she hoped it might be ready soon. After discussion it was -
Moved that Mrs. Wallace be asked to prepare leaflet on Ellis Island so as to have it ready January 12, 1922. Carried.

Summer Offering 1922 - It was reported that the question of emphasizing the Summer Offering for 1922 was not taken to the Interboard Conference, and after considerable discussion it was recommended that a leaflet emphasizing the Summer Offering be prepared, the same to be ready for distribution February first, that Miss Voss be asked to prepare such a leaflet and in the case of her being unable to do so that Miss Ogg prepare the same. It was considered well to have it a pictorial leaflet with brief interesting sentences to catch the eye.

Mrs. McMillan stated that she wished the literature published might have more of the inspirational touch, for instance that suitable Bible verses be used that might be linked up with the contents of leaflets.

Monthly Topics 1923 - No report.

Leaflets on Monthly Topics 1922

January - Miss Rue reported that "Three Problems in Finance" had been prepared by Miss Torrence and Miss Sheibley.

Leaflets on Monthly Topics 1922 cont.

February - Miss Dabb has written accepting invitation to write for February topic 1922.

June - Mr. Inman also agrees to write on the topic for June "The West Indies".

Praise Service 1922 - Four former praise services were submitted as follows: "A Program for Praise Service", published in 1905; "A Praise Service", published in 1899; "Annual Praise Service", published in 1904; and "A Praise Service", published in 1902. They were passed around committee for decision as to which one might be reissued for 1922.

Year Book of Prayer 1923 - Miss Rue reported that the Year Book for 1922 had been mailed to each committee member for inspection and comment, the idea being to improve the edition for 1923 if possible. There were several favorable comments. The cover was considered to be very lovely, and it was stated that it would be well to retain the design year after year but that the color be changed somewhat so as to have it look different.

There were criticisms also, the reasons for most of which were satisfactorily explained.

Further criticisms were made as follows:

In several instances the names of the entire faculty in a school appear under one day in the Year Book and items regarding the work of the school another day. It was suggested that many names under one date were rather hard to remember, and the question arose as to whether it might not be a good plan to change the form so that only half the number of names and half the information appear under one day and the other half the next day. It was also suggested that in listing school faculties some order be given to the arrangement of names, that they appear alphabetically or according to length of service or position. These criticisms were approved.

Unfinished business of October meeting was considered next.

Prospectus of Work - In course of preparation.

Devotional Exercises, by Miss Parker - On the press. Is being held up waiting permission to use one of the prayers.

Presbyterian Missions in Southeastern Alaska - On the press.

Ye Did It Not Unto Me - Miss Sheibley reported that she had communicated with Mrs. Watts regarding her play and that she had just had a reply.

New business.

For the information of the Literature Committee Miss Finks reported that a consolidation committee had been looking into the matter of uniting the two magazines, The Home Mission Monthly and Woman's Work. She stated that a sub-committee had been appointed and that it had prepared a questionnaire to go to presbyterial societies eventually, but to several committees first for endorsement, the idea being to get the opinion of the presbyterial societies on the matter of consolidation. She stated that while the idea of consolidation was considered to be ideal there was a question in the minds of the committee as to whether a consolidated magazine would reach as many persons as the two do now.

Mrs. Gildersleeve reported that she was having published a little inexpensive flier on the Reading Circle.

Manuscript. - It was reported that the manuscript "To Which Group Do You Belong?" by Mrs. Blanche Dickens-Lewis was submitted to The Home Mission Monthly but was rejected in its present form by the editor. Mrs. Dickens-Lewis does not wish to have it cut as suggested by Miss Finks and asked that it be submitted to Literature Committee.

Manuscript - "A Story of First Missionaries, Missions, and Schools among the Indians East of the Mississippi River", by Mrs. Antoinette C. Snow Constant, given to Mrs. Ford to read and comment upon.

Miss Rue expressed the need for new literature, all sorts, especially stories and plays. The committee members were asked to bring to the next meeting ideas for stories, "skeletons" on which stories may be built. Miss Rue stated that there was a real need for plays for very little people, also for inspirational articles on the needs of the field, and said that there was almost nothing new to send synodical and presbyterial secretaries for literature for their files.

Mrs. McMillan made the statement that she wished it were possible to have some time in the near future an all day conference of secretaries for literature (presbyterial and local) in the metropolitan district. The idea was considered to be a splendid one and after considerable discussion the following action was taken:

Motion - That Mrs. McMillan and Miss Sheibley be a committee of two to communicate with presbyterial secretaries for literature in nearby presbyterial societies to learn their opinion of an all day conference for secretaries for literature to be held here at headquarters either the last week in January or the first week in February, and that if considered favorably by these officers arrangements proceed for such a conference. Carried.

Meeting adjourned.

Stenographically reported

Approved by -